

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

March 5, 2008

5 Page Document

TITLE:	Surveillance Specialist
POSITION NO:	00602
LOCATION:	Public Health & Safety Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY PLAN:	Pay Plan 20, Pay Band 5
STARTING SALARY:	\$33,460 - \$40,705 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, March 19, 2008**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: A resume is required at time of application.

If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess the required education and some public health surveillance experience and may include practicum and/or volunteer experience.

TYPICAL DUTIES: This position serves as a disease Surveillance Specialist for the Communicable Disease Control and Prevention Bureau. This position is responsible for communicable disease data collection and entry; consulting with local health jurisdictions on communicable disease control measures; collaborating with other programs to assist in responding to actual/potential disease outbreaks; and researching and integrating public health improvements into ongoing program operations and services. This position also provides a range of outreach, training, and support services and performs a variety of other duties as assigned. The incumbent reports to the Program Coordinator, designee, or Section Supervisor and does not directly supervise other agency personnel unless otherwise indicated.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of the principles and practices of public health epidemiology and disease prevention; microbiology, virology, and immunology; quality improvement methods and principles; investigation techniques; and data management and information processing system operations.

Skills: Skill in assessing information needs; analyzing, interpreting, and applying technical data to unique situations; operating standard office technologies and software; and excellent written and oral communication.

Abilities: Ability to provide timely and concise information to others verbally, nonverbally, and in writing, and help others communicate effectively; encourage open expression of ideas and opinions; listen effectively, transmit information accurately, understandably and appropriately, and actively seek constructive feedback; create successful outcomes by sharing knowledge and information within the work unit and across organizational lines including mentoring others, building relationships key to success by establishing trust, credibility and rapport with key players and customers; and use awareness of the organization (i.e., structure, centers of authority, decision-making roles) and knowledge of the different roles and power positions within the organization to positively affect results.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in health or clinical sciences, or a related field **AND** three years of public health surveillance experience. Equivalent combinations of related education and experience will be considered; however, a degree is required.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of conferred transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining**

transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; OR if unforeseeable circumstances occur, official conferred transcripts must be submitted prior to job offer;

4. Resume required at time of application; and
5. Supplement questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services

Title: Surveillance Specialist

Position: #00602

Location: Public Health & Safety Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your past experience in communicable disease surveillance.
2. Please describe your experience in working with a local health department on communicable disease case investigation.